

Town of Lamoine, Maine
606 Douglas Hwy.
Lamoine, ME 04605
207-667-2242
e-mail town@lamoine-me.gov,
website www.lamoine-me.gov



Requests for Proposals Town Hall Flooring Project

The Town of Lamoine seeks proposals from qualified businesses to install new flooring at the Lamoine Town Hall meeting room. Proposals are due no later than 4:00 PM on Thursday, September 7, 2006 to the Lamoine Town Hall, 606 Douglas Highway, Lamoine, ME 04605. The Lamoine Board of Selectmen will open and examine the bids publicly on the due date at a regularly scheduled meeting. At that time a proposal may or may not be accepted and awarded. The Town of Lamoine reserves the right to accept or reject any and all bids.

Objectives

The objective of the Town Hall Flooring Project (hereinafter referred to as "the project") is to cover the surface of the floor in the Lamoine Town Hall meeting room. The dimensions are approximately 30-feet by 21-feet (630 square feet). The present floor is constructed of laminate spruce strips, some of which are peeling apart. The goal is to provide a surface to accommodate the needs of the town office, with the following priorities in mind:

- ▶ Safety
- ▶ Durability
- ▶ Ease of Maintenance
- ▶ Attractiveness
- ▶ Ability to preserve historic wooden floor
- ▶ Sound dampening capability, static electricity prevention
- ▶ Cost

The floor is considered a high traffic area, both from day to day use and heavy use periodically during regularly scheduled town board meetings. Users generally track in mud, gravel, oil and other materials, depending on weather conditions. Additionally, the meetings in this room are often televised, and transmission of sounds through the floor has proven to be a problem with the audio portion of the telecast. A computer is also stored in this room, necessitating that static electricity be kept away from sensitive equipment.

Scope of Services

The successful bidder shall be responsible for supplying all materials and labor and completing preparation and installation of flooring. Town office staff will assist bidder in locating storage areas for furniture and other items presently stored on floor.

Proposal Types

The proposal(s) shall include at a minimum the following information (a submission sheet is attached):

1. **Description** – Describe the type of flooring being proposed. A sample would be appreciated.
2. **Estimated Life** – Provide the length of service expected from this type of flooring given normal maintenance and the traffic as described above.
3. **Maintenance Procedure** – Describe how this floor is to be maintained, listing any special equipment or detergents needed to perform this maintenance.
4. **Safety** – Describe how this type of flooring promotes safe passage, especially during wet weather times when public passage will include tracked in water.
5. **Needs Accommodations** – Describe how this flooring meets the static electricity and sound dampening needs outlined above
6. **Cost** – The total cost for the project (materials, labor, preparation and installation) shall be stated as one lump sum. This cost shall be guaranteed to remain the same during the duration of the project.
7. **Time Deadline** – State how long it will take to order and receive materials and install the project.
8. **Experience** – Please provide at least three references of similar high traffic flooring installations in this area.
9. **Warranty** – Please express in writing the warranty that will be provided with this flooring.
10. **Proof of Insurance** – All bidders must supply proof of general liability insurance in the amount of \$400,000 and workers compensation insurance at the state mandated minimum.

Potential bidders can view the project area during regular business hours. Questions regarding the project can be addressed to:

Stu Marckoon, Adm. Asst.
Town of Lamoine
606 Douglas Hwy.
Lamoine, ME 04605

Award will be made to the bidder who, in the determination of the Board of Selectmen, can best meet the objectives of the project.

Town of Lamoine Town Hall Floor Project Proposal Submission Sheet

Bidder Information

Company Name		Contact Name, Title	
Mailing Address		Telephone	
City State Zip		Cell Phone	
		Fax	
Tax ID #		Email	

Proposal Specifications

Flooring Description			
Estimated Life			
Typical Maintenance			
Cost		(includes all materials, labor, preparation)	
Proposed Installation Date(s)			
Safety, Static, and Sound Dampening Characteristics			
References			
Feel free to submit more than one proposal, attach brochures and floor sample if available.			

Signature & Guarantee

Signature

Date

Printed Name & Title

By signing this, I guarantee the above materials and workmanship proposed to be free of defects for two years from final acceptance by the Town of Lamoine. I guarantee the cost stated above to be the entire cost of the project through the installation date. I understand the Lamoine Board of Selectmen reserve the right to accept or reject any and all proposals.